

STANDARD FORM 1

~~SECRET~~**Office Memorandum • UNITED STATES GOVERNMENT**
~~CONFIDENTIAL~~**TO :** Chief, Intelligence School**DATE:** 25 June 1957**FROM :** Chief, Administrative Training**SUBJECT:** Weekly Report No. 26, 18 - 25 June 1957

1. Administrative Procedures #73 ended Friday, 21 June and we have now started on our five-week break, the first in 1957. [] and [] two of the three persons requested for summer assistance arrived on Monday. They are already fully occupied on the kit changes and lecture outline revisions that have been pending for the past months.

2. Those lesson plans which have not already been drafted by the instructors are now being prepared. [] met with [] preparatory to finalizing our lesson plans on the tradecraft subjects to assure conformity between the Operations School and the Operations Support coverages. He assured us that the Guide to Instruction in Basic Tradecraft could be utilized as the "bible". As we have been using the 1956 edition compiled by [] and have been following the Operations School approach on Communications since its inception, we find that our lesson plans will require only minor changes to include some of the material added to the 1957 edited copy of the manual.

3. [] talked with [] Deputy Chief, WE, and [] regarding the possibility of locating two or three retired cases for use in Operations Support. They are optimistic that some suitable cases can be found and made available.

4. Arrangements have been made for [] to spend some time going over materials at [] to expand his tradecraft knowledge. An appointment has also been tentatively set up with [] SE/ [] to talk to [] talked to [] of the FI Staff to determine the possibility of the FI Staff making available selected debriefings of returning operators. [] advised that he would review some of these debriefings and lend us the tapes.

5. Four films have been ordered for reviewing during this week as possible replacements for "School for Danger" and "Undercover" currently being used in Operations Support.

6. [] audited the Clandestine Services Review presentations on DD/S and DD/I organization as well as [] presentation on overall organization.

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7. Budget and Finance Procedures #3, which was tentatively set for July 8 - 19 inclusive, will be postponed until about July 29 or August 5 for the following reasons. The manual covering the new Class B Finance reporting system is in the process of publication and we have been advised by the Technical Accounting Staff that completion is expected about 5 July. It is necessary that we have these manuals and related forms sufficiently in advance to prepare class problems, etc. As of June 24 no applications for the July 8 - 19 running had been received by the Registrar and the training office at SSA/DDS had record of only individuals who were available for that period. It is believed that they can be briefed by Finance Division, where copies of the new forms are available, to better advantage than to have us attempt to teach them the new system under the circumstances indicated.

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